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28 FEB 1959

MEMORANDUM FOR: Director of Personnel**SUBJECT : Time and Attendance Reports, Duty Status Reports, and Performance Reports**

1. An audit of confidential funds payrolls by the Audit Office has called attention to inadequate regulatory material on subject reports for some of the several categories in which individuals are employed by the Agency. As a result, a complete review has been made of the criteria for these reports for the several employment categories and a determination made of those which are considered most necessary and desirable.

2. The attached schedule of data indicates the reports required for specific employment situations, who may certify the reports, and when the reports should be completed and submitted to a payroll office. It is recommended that the details thus provided be incorporated into regulations and handbook material by the Office of Personnel. The reports referred to are as follows:

Form 20, Time and Attendance Report

Form 1027, Time and Attendance Report and Payroll Change Slip

Form 20a, Confidential Funds - Departmental Time and Attendance Report

Form 764, Field Duty Status Report

Form 433, Performance Report for Contract Personnel

3. The information contained in the attachment has a direct effect upon existing regulations as follows:

 Tentative - Hours of work, 25 July 1955

 - Hours of work, Rev. 27 Nov. 1957

 - Contract Personnel, 15 May 1957

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4. A member of the Technical Accounting Staff of this Office will be designated to collaborate with personnel of your Office in incorporating the attached data in appropriate regulations and handbooks.

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Deputy Comptroller

Attachment

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